

The Aspotogan Heritage Trust

**BOARD OF DIRECTORS
5:30 P.M., June 16, 2016
10 Pte. Richard Green Lane
Hubbards, Nova Scotia**

Present: Joanne Lovett (Chair), David Bond, Scott Hogue, Janet Irwin, Gayle Shanks, Leslie Taylor, Christine Waller, Floyd Shatford, Sarah Archer, Sally Langille, Katherine Morash and Stephen Farley

Staff/Recorder: Kathryn Gamache

1. **Call to Order** – Joanne Lovett, Chair, called the meeting to order at 5:40 p.m.
2. **Approval of Consent Agenda** – the Committee approved the following items received prior to the meeting; *Minutes of the meeting held April 21, 2016* and *Staff Report*.

Motion: to approve the consent agenda as circulated.

Moved by: Gayle Shanks Seconded: Janet Irwin
Motion carried.

3. **Correspondence** – reported for information only:
 - **Fire Inspection** – completed June 2, 2016 with no deficiencies noted
 - **Statistics Canada** – thank you for having been able to use our boardroom space for their 2016 Census training
 - **Aspotogan Consolidated Elementary School (ACES)** – thank you for supporting their breakfast program
 - **HHELLPS** – thanks you for supporting Viva Fox Vegas

4. **In Camera/Report from In Camera** – re: Human Resource item

Motion: to go In Camera.

Moved by: Sarah Archer Seconded: Stephen Farley
Motion carried.

The Executive Director was not in the room at this point in the meeting.

Motion: to come out of In Camera.

Moved by: Leslie Taylor Seconded: Christine Waller
Motion carried.

Motion: to approve the salary increase for the Executive Director as discussed In Camera.

Moved by: Gayle Shanks Seconded: David Bond
Motion carried.

Executive Director returned to the meeting.

5. Action Items from Previous Meeting (not elsewhere on the agenda)

AHT Publications	What's Happening and The Coast Line will both be coming out in the early part of the summer
Summer Students	All have been hired and are in place
Board Calendar	Dates of meetings and AHT events will be circulated for planning purposes – please let staff know asap if you are unable to attend

6. **Executive Committee** – the committee report, circulated in the agenda package was reviewed in order to provide an overview of activities by the committee. The report included information about committee terms of reference, meeting dates and board education topic considerations.
7. **Treasurer's Report – Budget 2016-2017** – Gayle presented the budget and highlighted a few areas where budget allocations for specific line items had changed (plus/minus). One line item was added, that was the contingency funding allocation which is used to off-set long-term maintenance and/or debt reduction needs. It was noted that the salary increase for the Executive Director, which had been approved earlier in the meeting would be incorporated into the existing salary budget allocation.

Motion: to approve the 2016-2017 budget as presented.

Moved by: Gayle Shanks Seconded: Leslie Taylor
Motion carried.

8. Strategic Plan Action Items

- *Increase Communication and Marketing* – nothing noted
- *Promoting Sustainable Community Development* – nothing noted
- *Enhancing Community Collaboration* – nothing noted
- *Strengthening the Volunteer Sector*

Lions Club – Charter night feedback: overall it was a great team building/community event and the contributions of the five board members who attended were very much appreciated by the Lions Club members

Community Development Committee – the report provided prior to the meeting was reviewed. Committee terms of reference remain unchanged and staff approved grants were outlined. The following items are brought forth for consideration by the board for funding allocations:

- **Scholarship Applications** – The annual scholarship applications were review for students graduating from Sir John A. McDonald High School and Forest Heights Community School. The following motion was made:

Motion: to approve the 2016 scholarships in the amount of \$500 each for Kennedy Fraser (SJA), and Leann Zinck, Mitchell Miller and Rebekah Allan (FHCS)

Moved by: Leslie Taylor Seconded: Christine Waller
Motion carried.

- Lunenburg Queens Volunteer Partnership (LQVP) – the committee received information regarding a new pilot project being developed to increase youth volunteerism and engagement in the region. This project is based on the AHT’s strategic plan but is a partnership with LQVP, Municipality of the District of Chester and the Department of Communities, Culture and Heritage. The initiative involves recruiting and training youth, organizing and coordinating youth opportunities and developing a mentoring/leadership program within the region. The project is still under development but AHT’s funding commitment is sought at this time based on the principle. It is anticipated that this is a multi-year project but only initial funding support is requested at this time.

Motion: to approve \$5,000 in support of the Youth Engagement pilot project in conjunction with the Lunenburg Queens Volunteer Partnership

Moved by: Leslie Taylor
Motion carried

Seconded: Sarah Archer

9. **Other business** – nothing noted

10. **Board Education** – a presentation on the roles and responsibilities of a governance board was provided. Following the presentation discussion took place regarding future topics during which it was identified that Board members also wish to continuing to know more about what AHT has supported over the years and in what capacity. This will often come through the grant application assessment report but the Executive Director will incorporate it as part of the regular agenda if no grants are presented. A focus on increasing the overall understanding of financial information within non-profits will also be a part of this year’s education topics.

11. **New Action Items**

- Update and circulate board contact information
- Confirm meeting dates for 2016-2017 and circulate
- Committee membership (CDC, Planning and Design, Fund Development) be opened up for new members – terms and work plans to be circulated for members to consider where they would like to contribute
- Community Event support – Blandford Community Centre will be approached in the fall to see if they would be interested in having AHT board help with an upcoming event

12. **Time, date and location of next meeting** – 5:30 p.m., September 15, 2016 at the AHT office.

13. **By the Way** – nothing noted

14. **Adjournment** – the chair declared the business of the meeting had concluded

Motion: to adjourn

Moved by: Floyd Shatford
Motion carried.

Seconded: Christine Waller

Meeting was adjourned at 7:50 p.m.